



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

233-17
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1. Application Date 4- 2-74	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 1100-01		Date Received APR - 3 1974	Application No. Date Completed 74-118-121 APR 15 1974
3. AGENCY, Division, Subdivision & Administering Office Address Department of Education State Board of Education 12 Mitchell Street Atlanta, Georgia 30334		4. Person to Contact Dr. Joe Edwards	
		5. Working Title Asst. State Supt.	6. Tel. No. 656-2598

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series
1965- to date

9. Exact Series Title
SEE ATTACHED

10. What is the function of the office in which this record series is created?

The State Board of Education, created by the Constitution, is composed of one member from each of the Congressional Districts. The State Board provides rules and regulations prescribing a course of study for all common and high schools receiving state aid, approves additional courses of study set up by the local units of administration, provides for curriculum revisions, and for the classification and certification of teachers. The State Board also provides general supervision of the State Department of Education and shall employ and dismiss, upon the recommendation of the State Superintendent of Schools, such clerical employees, supervisors, administrators, and other employees as may be needed for the efficient operation of the State Department of Education.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

SEE ATTACHED

ATTACH SAMPLES OF THE FILE

EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers	6	9	FLOOR SPACE OCCUPIED (Square Feet)	In Office(s)		In Storage Area(s)	
Legal-size File Drawers				12		2	
file boxes	10	10	AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years
				5	2	0	0

QUESTIONNAIRE Place an "X" in the proper column. If answer is "YES," please explain.

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [X]
15. Is the information contained in this series ever summarized or published? ☐ [] ☒ [X]
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☒ [X] ☐ []
State Board issues policy for the Department
18. Could the function be performed if the files were lost or destroyed? ☒ [X] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ [X]
Cont. There will be a need to document the function of the State Bd. in the future.
23. Will there be a need for these records 10, 15 years from now? If yes, what? (Cont. ☒ [X] ☐ []

24. REQUIREMENTS. The following requires the files to be kept PERMANENT years:

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☒ [X] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Because of the importance of the State Board of Education, it will be necessary to hold these files permanently to document the function of the State Board,

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ [] CALENDAR YEAR ☐ [] FISCAL YEAR ☐ [] OTHER _____, then:

- ☐ [] Hold in the current files area _____ month(s)/_____ year(s):
- ☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold _____ year(s):
- ☐ [] Destroy.
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☐ [] Other: (Specify)

SEE ATTACHED

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Don A. Spauloch</i>	4-2-74	<i>H. C. Lacey</i>	4/2/74
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>William M. Ryan</i>	4-11-74
	State Auditor/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>Carroll Hart</i>	4-10-74
	Secretary of State/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>A. M. Sheel</i>	4-12-74
	Attorney General/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved		

STATE RECORDS
COMMITTEE



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of the State Superintendent of Schools-Special Staff 239 State Office Building Atlanta, Georgia 30334	Application Number 74-121-A	
Application Number		Date Received FEB 19 1981	Date Completed FEB 25 1981
2. Person to Contact Phyllis Cook		Working Title Principal Secretary	Telephone Number 656-2598
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>74-121</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest _____ Latest _____		5. Records Series Title (followed by title used in office, if different) State Board of Education Appeals Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? NO CHANGE			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: NO CHANGE Included are: NO CHANGE File is arranged: chronologically by calendar year, thereunder numerically by assigned appeal number.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
		a. Is this the official copy of the series? If not, where is it?
XX		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. On appeals concerning Special Education students, Family Privacy Act of 1974.
		c. Is this a vital record?
		d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
		f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
		i. Is this series (or a major portion of it) regularly microfilmed?
		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) 2 year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☐ Transfer to State Records Center; hold _____ year(s); then

☐ Destroy.

☒ Transfer to State Archives for permanent retention.

☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Ellen Bachman</i>	<i>2/18/81</i>	<i>Walker L. Baumgardner</i>	<i>2-17-81</i>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>[Signature]</i>	<i>2-24-81</i>
		Secretary of State/Designee	
		<i>Cynthia Hart</i>	<i>2-23-81</i>
		Attorney General/Designee	
		<i>[Signature]</i>	<i>2-24-81</i>

Description

Disposition

74-118 STATE BOARD OF EDUCATION CORRESPONDENCE FILES

Documents relating to the communication to and from the State Board of Education involving matters of interest to the Board.

Included are correspondence to and from members of the Board and/or the Board as a whole.

Files are arranged alphabetically by correspondent.

Cut off at the end of each fiscal year; then, hold in the current files area for 2 years; then, transfer to the State Archives for permanent retention.

74-119 STATE BOARD OF EDUCATION COMMITTEE FILES

Documents relating to the reports of committees and sub-committees of the State Board of Education.

Included are: (1) Committee Report, (2) Background material needed by committee to prepare their report.

Files are arranged alphabetically by the name of the committee.

Cut off at the end of each fiscal year; then, hold in the current files area for 2 years; then, transfer to the State Archives for permanent retention.

74-120 STATE BOARD OF EDUCATION MEETING FILES

Documents relating to the planning and preparation of a State Board Meeting.

Included are: (1) Correspondence pertaining to the meeting, (2) Planned agenda of the meeting, (3) Background materials necessary for the conducting of the meeting.

Files are arranged chronologically by the date of the meeting.

Cut off at the end of each fiscal year; then, hold in the current files area for 2 years; then, transfer to the State Archives for permanent retention.

74-121 STATE BOARD OF EDUCATION APPEALS FILES

Documents relating to the proceedings of the Appeals heard by the State Board involving students, teachers, and administrators.

Included are: (1) Correspondence relating to the appeal, (2) Official Transcript of the appeal heard at the Local Board of Education, and (3) Findings and recommendations of the State Board of Education.

Files are arranged chronologically by the date of the Appeals Hearing.

Cut off at the end of each fiscal year; then, hold in the current files area for 2 years; then, transfer to the State Archives for permanent retention.